



**STATE OF CONNECTICUT
OFFICE OF GOVERNMENTAL ACCOUNTABILITY
STATE CONTRACTING STANDARDS BOARD**

Draft Minutes

**Friday, November 13, 2015 Meeting of the State Contracting Standards Board
Goodwin College, 1 Riverside Drive, East Hartford, CT**

Members Present:

Claudia Baio, Chair
Thomas Ahneman – (via teleconference)
Charles W. Casella, Jr.
Salvatore Luciano
Stuart Mahler
Robert Rinker
Brenda Sisco
Roy Steiner

David L. Guay, Executive Director - ex-officio
Julia Marquis, Chief Procurement Officer

1. Call to order

Meeting called to order by Chair Claudia Baio at 10:10 A.M.

2. Approve the Minutes of the September 11, 2015 Meeting

Chair Baio entertained a motion to approve the draft minutes from the September 11, 2015 Board meeting.

Motion made by Robert Rinker and seconded by Stuart Mahler to approve the minutes of the September 11, 2015 Board meeting. All voted in favor.

3. Privatization Committee

Mr. Rinker raised two issues that he would like the Privatization Committee to consider.

Mr. Rinker highlighted from an article he read on the privatization of services at the Rocky Hill Nursing home that provides skilled care to patients from the Department of Correction and the Department of Mental Health and Addiction Services, that the nursing home is a for profit

entity. He further noted that the contracting entity to his knowledge had not performed a cost benefit analyses for a service that has not been privatized previously.

Mr. Rinker further expressed his concern about cost evaluations the agencies are supposed to be doing.

Chair Baio and committee members present set December 11, 2015, at the conclusion of the Board's regular meeting as the time and the date for the next meeting of the Privatization Committee.

4. Report from 4e-36 Contested Solicitations and Awards Subcommittee

Subcommittee Chair Rinker reported to the Board that the only outstanding issues for the Subcommittee concern the Schulman & Associates contest of the Department of Correction's (DOC) inmate legal assistance award.

1. DOC had not date and time stamped the receipt of the proposals, indicating to the Board they would correct that in the future to be in compliance with the Office and Policy and Management manual. Mr. Schulman has not raised the issue, it was discovered by the Subcommittee.
2. DOC modified the weights after the RFP was issued and there was no addendum that was issued prior to the receipt of the proposals.
3. Issue raised by Mr. Schulman about the participation of an AAG in the process. The subcommittee asked the Attorney General for a response which was just received.

Mr. Rinker suggested that the Subcommittee reconvene to review the response from the Attorney General. He also informed the Board that the Subcommittee had dismissed the Schulman contest, but provided Mr. Schulman an opportunity to file again once he received the information from his freedom of information request and the Subcommittee has received an appeal. The Subcommittee does not know if his request for information was fulfilled. Subcommittee Chair Rinker asked if Ms. Marquis could check on whether the DOC had responded to Mr. Schulman's freedom of information request.

5. (Originally Number 8 on the Agenda) Website upgrade

Chair Baio adjusted the Agenda to take up the website upgrade. Review and discussion held on progress of the re-design of the Board's website, with a focus on cost benefit analysis and cost effectiveness evaluation mechanics, process and compliance. The Board, as an outcome of the discussion, accepted Ms. Marquis' offer to review the Board's authority to review and take action on cost effectiveness evaluations and report back to the Board. Chair Baio asked each Board member to come to the next meeting with thoughts on procedures for the Board to adopt concerning cost effectiveness evaluations. The Board agreed to review the changes on

the site on their own and report back with recommendations. Mr. Guay recommended that member's focus their review on layout, usability and content.

6. (Originally Number 5 on the Agenda) Review of State-wide policies on procurement

As requested, Ms. Marquis provided the Board with a review of procurement policies, focusing on the Office of Policy and Management (OPM) standards for procurement. Mr. Rinker expressed that the reason for this review is for the Board to determine what regulations should be drafted and proposed.

7. (Originally Number 6 on the Agenda) Requested submission of Agency procurement policies

Discussion held on the recommendation of the 4e-36 Contested Solicitations and Awards Subcommittee for the Board to ask for and acquire each state agency's procurement policies. Chair Baio sent out 68 letters requesting the procurement policies and procedures of agencies. Ms. Marquis reported a 78% response rate so far.

8. Mission Statement

Discussion held on staff-proposed new mission statement. Mr. Casella suggested the members review the proposed statement for a month and take it up at the December 11, 2015 meeting.

Motion made by Robert Rinker and seconded by Salvatore Luciano to table the matter. All voted in favor.

9. Select meeting dates for 2016

Motion made by Robert Rinker and seconded by Salvatore Luciano to accept the proposed meeting dates for 2016. All voted in favor.

January 8, 2016

February 5, 2016 (moved due to 2nd Friday is a State holiday)

March 11, 2016

April 8, 2016

May 13, 2016

June 10, 2016

July 8, 2016

August 12, 2016

September 9, 2016

October 14, 2016

November 4, 2016

December 9, 2016

10. (Originally Number 7 on the Agenda) SCSB training program

In conjunction with the review of the Board's website upgrade, Ms. Marquis reviewed the current Board training efforts. The Board will be hosting an Antitrust Training on December 16, 2015 and conducting the second annual Agency Procurement Officer Conference and Training on December 18, 2015. Ms. Marquis also is also planning a January 2016 training consisting of an overview of mandatory terms and conditions of a contract.

Ms. Marquis informed the Board that she is working with Carol Wilson of the Department of Administrative Services (DAS) to create the training required by C.G.S. 4e-5.

11. Other business

Chair Baio announced additional part-time staffing with Nancy Lotas, a part-time Office Assistant from the Board of Firearms Permit Examiners working extra hours for the Board.

Mr. Mahler complimented the meeting location and room. Mr. Mahler also expressed a need for more members in order to meet the quorum requirement.

No other business raised.

12. Adjournment

Motion made by Robert Rinker and seconded by Salvatore Luciano to adjourn. All voted in favor and the meeting was adjourned at 11:26 A.M.

Respectfully submitted: David L. Guay